



IOWA FINANCE
AUTHORITY

**REQUEST FOR PROPOSALS
FOR ADMINISTRATIVE SUPPORT OF
THE IOWA COUNCIL ON HOMELESSNESS**

RFP: HC2013-001

FOR THE

IOWA FINANCE AUTHORITY

ARTICLE 1 -- INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit proposals for administrative support for the Iowa Council on Homelessness (the Council). The Iowa legislature has appropriated funds to the Iowa Finance Authority (the Authority) for this purpose, as follows: “\$50,000 is transferred to the Iowa Finance Authority to be used for administrative support of the council on homelessness established in section 16.100A and for the council to fulfill its duties in addressing and reducing homelessness in the state” (2013 Iowa Acts, SF 446). Of the \$50,000 appropriation, \$45,000 is available through this RFP.

The Authority intends to award a contract beginning on or about October 21, 2013, with a term ending on June 30, 2013. The issuance of this RFP does not constitute a commitment by the Council to award a contract.

1.2 Background Information

This RFP is designed to provide individuals, nonprofit organizations, firms, educational institutions, consultants, or other interested parties with the information necessary for the preparation of competitive bid proposals. The RFP process is for the Authority’s benefit and is intended to provide the Authority with competitive information to assist in the selection process. This RFP is not intended to be comprehensive. Throughout the remainder of this document the word “Authority” refers to the Iowa Finance Authority, acting on behalf of the Iowa Council on Homelessness. The word “vendor” includes any responding entity. Each vendor is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

Vendors may submit a proposal to provide for the services described in this RFP. Compensation for services shall not exceed \$45,000 for the total term. Payment for goods or services shall be made in arrears, according to state law. Actual total award and contract funding may vary from that listed or funding may be withdrawn completely, depending on the availability of funds from the Iowa state legislature.

The Iowa Finance Authority was established in 1975 pursuant to what is now Chapter 16 of the Code of Iowa, 2003 (the “Act”), to undertake programs which assist in the attainment of qualified housing, by encouraging the investment of private capital and stimulating the construction and rehabilitation of adequate housing through the use of public financing. In pursuit of its mission, the Authority is issuing this RFP on behalf of the Iowa Council on Homelessness, which has no contractual authority of its own.

The Authority also administers numerous other programs. For additional information on these, please visit the Authority’s web site at www.IowaFinanceAuthority.gov

The Iowa Council on Homelessness was organized officially according to 2008 Iowa Acts, SF 2161, which also directed the Authority to provide administrative support. Iowa Administrative Code, Section 265, Chapter 31, further specifies the role of the Iowa Finance Authority in providing administrative support to the Council, as follows: “Staff assistance and administrative

support shall be provided by the Iowa Finance Authority as approved by the executive director.” The same chapter specifies the duties of the Council, of which the following are specific to this RFP:

- Work to develop a coordinated and seamless service delivery system to prevent and alleviate homelessness.
- Use existing resources to identify and prioritize efforts to prevent persons from becoming homeless and to eliminate factors that keep people homeless.

ARTICLE 2 -- ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer, identified as follows, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

**Amber Lewis
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312
Amber.lewis@iowa.gov
Fax: 515-725-4901**

2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful bidder, vendors may contact only the Issuing Officer in writing (via e-mail, fax, or ground mail) with questions related to the interpretation of RFP and the procurement process. If a vendor or someone acting on a vendor's behalf attempts to discuss this RFP orally or in writing with any members of the evaluation committee, or any employee of the Authority, other than Amber Lewis, the vendor may be disqualified.

2.3 Downloading the RFP from the Internet

The RFP will be posted on the Authority's website at www.IowaFinanceAuthority.gov.

2.4 Procurement Timetable

The following dates are set forth for informational and planning purposes; however, the Authority reserves the right to change the dates.

Issue RFP – on or about September 11, 2013
Letter of Interest with questions, if any, due to IFA by September 25, 2013
Responses, if any necessary, will be posted on or about October 2, 2013
Closing date for receipt of completed Bid Proposals – October 11, 2013
Announce successful vendor, on or about – October 21, 2013

2.5 Letter of Interest

To be considered as a respondent to this RFP a vendor must first submit a Letter of Interest, including any questions, on or before September 25, 2013.

2.6 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal

The Authority reserves the right to amend the RFP at any time. The vendor shall acknowledge receipt of any and all amendments in its proposal. If an amendment occurs after the closing date for receipt of bid proposals, the Authority may, in its sole discretion, allow vendors to amend their bid proposals in response to the amendment if necessary.

The vendor may amend its bid proposal. The amendment must be in writing, signed by the vendor and received by the time set for the receipt of proposals. Vendors who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Vendors must notify the Issuing Officer in writing if they wish to withdraw their proposals.

2.7 Proposal Conference – The Authority does not believe a Proposal Conference is necessary, due to the straight forward nature of this request for proposal. Parties seeking clarification or additional information may contact the Issuing Officer pursuant to sections 2.1 and 2.2. Any material clarification provided to any party will be made available to all parties via the website www.IowaFinanceAuthority.com

2.8 Submission of Bid Proposals

The Issuing Officer must receive the bid proposal via email at the address set forth in section 2.1 before 4:30 p.m., Central Daylight Time, October 11, 2013. **This is a mandatory requirement and will not be waived by the Authority. Any bid proposal received after this deadline will be rejected.** Vendors must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the vendor shall not be considered part of the vendor's proposal.

2.9 Bid Proposal Opening

The Authority will open bid proposals at 4:30 p.m., Central Daylight Time, October 11, 2013. The bid proposals will remain confidential until the evaluation committee has reviewed all bid proposals submitted in response to this RFP and the Authority has announced a notice of intent to award a contract. See Iowa Code Section 72.3.

2.10 Costs of Preparing the Bid Proposal

The costs of preparation and delivery of the bid proposal are solely the responsibility of the vendor submitting such proposal.

2.11 Rejection of Bid Proposals

The Authority reserves the right to reject any or all bid proposals, in whole or in part, received in response to this RFP. Issuance of this RFP in no way constitutes a commitment by the Authority to award a contract. This RFP is designed to provide vendors with the information necessary to prepare a competitive bid proposal. This RFP process is for the Authority's benefit and is intended to provide the Authority with competitive information to assist in the selection of a vendor to provide services. This RFP is not intended to be comprehensive and each vendor is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

2.12 Disqualification

The Authority may reject proposals outright for any one of the following reasons:

2.12.1 The vendor fails to deliver the bid proposal by the due date and time.

2.12.2 The vendor states that a service requirement cannot be met.

2.12.3 The vendor's response materially changes a service requirement.

2.12.4 The vendor's response limits the rights of the Authority.

2.12.5 The vendor fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.

2.12.6 The vendor fails to respond to the Authority's request for information, documents, or references.

2.12.7 The vendor fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.

2.12.8 The vendor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.

2.12.9 The vendor initiates unauthorized contact regarding the RFP with state employees.

2.12.10 The vendor provides misleading or inaccurate responses.

2.13 Nonmaterial and Material Variances

The Authority reserves the right to waive or permit cure of nonmaterial variances in the bid proposal if, in the judgment of the Authority, it is in the Authority's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other vendors; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event the Authority waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of the Authority.

2.14 Reference Checks

The Authority reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the vendor's qualifications.

2.15 Information From Other Sources

The Authority reserves the right to obtain and consider information from other sources concerning a vendor, such as the vendor's capability and performance under other contracts.

2.16 Verification of Bid Proposal Contents

The content of a bid proposal submitted by a vendor is subject to verification. Misleading or inaccurate responses shall result in disqualification.

2.17 Bid Proposal Clarification Process

The Authority reserves the right to contact a vendor after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. The Authority will not consider information received if the information materially alters the content of the bid proposal. An individual authorized to legally bind the vendor shall sign responses to any request for clarification. Responses shall be submitted to the Authority within the time specified in the request. Failure to comply with requests for additional information may result in rejection of the bid proposal as noncompliant.

2.18 Disposition of Bid Proposals

All proposals become the property of the Authority and shall not be returned to the vendor unless all bid proposals are rejected or the RFP is cancelled. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.19 Public Records and Requests for Confidential Treatment

The Authority may treat all information submitted by a vendor as public information following the conclusion of the selection process unless the vendor properly requests that information be treated as confidential at the time of submitting the bid proposal. The release of information is governed by Iowa Code Chapter 22. Vendors are encouraged to familiarize themselves with Chapter 22 before submitting a proposal. The Authority will copy public records as required to comply with the public records laws. Any request for confidential treatment of information must be included in the transmittal letter with the vendor's bid proposal. In addition, the vendor must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by the Authority concerning the confidential status of the materials. Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the vendor. If the vendor designates any portion of the RFP as confidential, the vendor must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. The Authority will treat

the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event the Authority receives a request for information marked confidential, written notice shall be given to the vendor seven calendar days prior to the release of the information to allow the vendor to seek injunctive relief pursuant to Section 22.8 of the Iowa Code. The vendor's failure to request confidential treatment of material will be deemed by the Authority as a waiver of any right to confidentiality, which the vendor may have had.

2.20 Copyrights

By submitting a bid proposal, the vendor agrees that the Authority may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The vendor consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The Authority shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

2.21 Release of Claims

By submitting a bid proposal, the vendor agrees that it will not bring any claim or cause of action against the Authority based on any misunderstanding concerning the information provided herein or concerning the Authority's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFP.

2.22 [Reserved.]

2.23 Evaluation of Bid Proposals Submitted

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

2.24 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.25 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.26 No Minimum Guaranteed

The Authority anticipates that the selected vendor will provide services as requested by the Authority. The Authority will not guarantee any minimum compensation will be paid to the vendor or any minimum usage of the vendor's services.

ARTICLE 3 -- SERVICE REQUIREMENTS

3.1 Introduction

The Iowa Finance Authority is seeking a vendor to provide the Iowa Council on Homelessness administrative support in fulfilling the goals, objectives and duties of the Council described in Section 1.2.

3.2 Scope of Work

The geographic area for the provision of services is the entire state of Iowa. Services to be performed by the selected vendor will support one or both of the following selected duties of the Council:

- Work to develop a coordinated and seamless service delivery system to prevent and alleviate homelessness.
- Use existing resources to identify and prioritize efforts to prevent persons from becoming homeless and to eliminate factors that keep people homeless.

To further these duties, services are sought to fulfill the goals specified below. Expected deliverables are listed below each goal. All deliverables will become the property of the Iowa Finance Authority on behalf of the Iowa Council on Homelessness.

Goal 1: Identify and establish at least four, and likely no more than nine, regional planning bodies for the State of Iowa to participate through representation on a State Planning Advisory Committee.

- **Strategy 1.1:** By December 31, 2013 convene regional planning bodies.

Action Items should include, but are not limited to:

- Ensure that all substantial existing regional/local homeless services planning bodies in Iowa are made aware of the goals outlined in this RFP, and their potential role. Examples of existing regional/local homeless services planning bodies in Iowa include the following:
 - Black Hawk County Local Homeless Coordinating Board (LHCB)
 - Boone County Homelessness Prevention Board
 - Des Moines/Polk County Continuum of Care Board; Polk County Housing Continuum Directors' Council
 - Dubuque Homeless Advisory Council
 - Johnson County Homeless Coordinating Board
 - Linn County Continuum of Care
 - Mahaska Homelessness Coalition
 - Marshall-Hardin Housing Coordinating Board
 - Metro Area Continuum of Care for the Homeless (Council Bluffs-Omaha)
 - North-Central Iowa LHCB
 - Northeast Iowa Housing and Homeless Alliance
 - Northern Iowa Central Homeless Task Force

- Quad Cities Housing Cluster/Scott County Housing Council
 - Siouxland Coalition to End Homelessness
 - Southeast Iowa LHCB
 - Story County Homeless Board and Task Force
- Existing homeless services' planning bodies should be utilized while ultimately striving for composition similar to that which the U.S. Department of Housing and Urban Development (HUD) prescribes for Continuum of Care bodies, just on a smaller scale. HUD defines this in the Continuum of Care Program Interim Rule, as follows: "the group that is organized to carry out the responsibilities required under this part and that is composed of representatives of organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons."
- Reach consensus with the Council Executive Committee on designated regional planning service areas.
- Confirm goals and objectives for 2014 to be addressed by the regional planning bodies with Council Executive Committee.
- Develop incentives to successfully engage participation within the regional planning bodies.
- Meet with each regional planning body to confirm group composition and to discuss goals and objectives for 2014 as confirmed by the Council Executive Committee.
- Clearly define the role and responsibilities of the representative in relationship to the Council Executive Committee.
- **Expected Deliverable 1.1:**
 - Evidence that at least four identified regions have met, generally to include the public notice/posting/marketing materials used to solicit participation, a list of participants, and notes/minutes/recordings of the meetings.

➤ **Strategy 1.2:** By January 31, 2014 convene the State Planning Advisory Committee.

Action Items should include, but are not limited to:

- Establish the process for selecting regional planning bodies to participate in the State Planning Advisory Committee.
- Ensure at least one rural area is represented in the State Planning Advisory Committee.
- Ensure that each regional planning body is represented by no more than three persons per area (consideration should be given to scope of expertise as related to program types indicated below and geographic representation within the planning region) to serve on a State Planning Advisory Committee. The State Planning

Advisory Committee will be chaired by the Co-chairs of the existing Council Policy and Planning Committee.

- Meet with the State Planning Advisory Committee to confirm group composition and to discuss goals and objectives for 2014 as confirmed by the Council Executive Committee.
- Establish a schedule for continued meetings of the State Planning Advisory Committee to achieve Goals 2 – 5 below.
- **Expected Deliverable 1.2:**
 - Evidence that the State Planning Advisory Committee has met, generally to include the public notice/posting/marketing materials used to solicit participation, a list of participants, and notes/minutes/recordings of the meeting(s).

Goal 2: By April 30, 2014 facilitate discussion leading to consensus among the members of the State Planning Advisory Committee regarding recommended common Performance Standards for Outreach Programs, Emergency Shelters, Transitional Housing, and Permanent Housing (to include Permanent Supportive Housing, Rapid Rehousing, Homelessness Prevention and Housing First).

- Performance Standards should include minimum expectations for:
 - Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Outcomes
 - Continuum of Care Program Outcomes
 - Others?
- Recommended Performance Standards are subject to approval by the Iowa Council on Homelessness.
- **Expected Deliverable 2:**
 - A document detailing the recommended common Performance Standards.

Goal 3: By April 30, 2014 facilitate discussion leading to consensus among the members of the State Planning Advisory Committee regarding recommended common Service Standards for Outreach Programs, Emergency Shelters, Transitional Housing, and Permanent Housing (to include Permanent Supportive Housing, Rapid Rehousing, Homelessness Prevention and Housing First).

- Service Standards should include minimum expectations for:
 - Scope of service components/composition
 - Eligibility criteria if anything beyond HUD guidelines
 - Prioritization of assistance
 - Discharge standards
 - Coordination between service providers
 - Determining client shares of costs
 - Determining type, amount, and duration of assistance
 - Service hours of availability

- Service coordination
- Service Standards should provide for differences among providers that serve different populations; for example, shelters that serve families with children versus shelters that serve only single adults.
- Recommended Service Standards are subject to approval by the Iowa Council on Homelessness.
- **Expected Deliverable 3:**
 - A document detailing the recommended common Service Standards.

Goal 4: By April 30, 2014 facilitate discussion leading to consensus among the members of the State Planning Advisory Committee regarding recommended common Operating Standards for Outreach Programs, Emergency Shelters, Transitional Housing, and Permanent Housing (to include Permanent Supportive Housing, Rapid Rehousing, Homelessness Prevention and Housing First).

- Operating Standards should include minimum expectations for:
 - Personnel
 - Employee training requirements, self-care and safety
 - Compliance
 - Administration
 - Insurance coverage
 - Facility requirements (documentation that properties meet local safety codes/inspections)
 - Financial practices, particularly with regard to grant management issues, such as tracking match and leveraged funds
- Recommended Operating Standards are subject to approval by the Iowa Council on Homelessness.
- **Expected Deliverable 4:**
 - A document detailing the recommended common Operating Standards.

Goal 5: By May 31, 2014 work with the State of Iowa HMIS provider and the relevant committees of the Council (either the Research and Analysis Committee or the Continuum of Care Committee) to successfully implement the relevant reporting tools to accurately document performance measures agreed upon by the State Planning Advisory Committee for Outreach Programs, Emergency Shelters, Transitional Housing, and Permanent Housing (to include Permanent Supportive Housing, Rapid Rehousing, Homelessness Prevention and Housing First).

- **Expected Deliverable 5:**
 - Provide a plan or a strategy for implementation.

The selected vendor will also be expected to provide monthly progress reports, performance reports, and financial reports during the term of the contract to the Authority, in consultation

with the Council. Payment for services rendered will be made according to the achievement of certain metrics, according to the terms outlined in Article 6.

ARTICLE 4 -- FORMAT AND CONTENT OF BID PROPOSALS

4.1 Instructions

These instructions prescribe the format and content of the bid proposal. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the bid proposal. The final proposal should include current resume for each lead consultant, a proposed plan to provide the services described in Section 3.2, and a financial section. The financial section should specifically lay out a budget for each proposed element, and show a total for the entire project.

The proposals shall include the following information:

4.1.1 One digital copy of the bid proposal shall be timely submitted to the Issuing Officer via email. No exceptions.

4.1.2 If the vendor designates any information in its proposal as confidential pursuant to section 2.22, the vendor must also submit one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

4.2 Technical Proposal

The following documents and responses shall be included in the bid proposal in the order given below:

4.2.1 Transmittal Letter

An individual authorized to legally bind the vendor shall sign the transmittal letter. The letter shall include the vendor's mailing address, electronic mail address, fax number, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the Authority about the confidential nature of the information.

4.2.2 Background Information

The vendor shall provide the following general background information:

4.2.2.1 Name, address, telephone number, fax number and e-mail address of the vendor including all d/b/a's or assumed names or other operating names of the vendor.

4.2.2.2 Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the vendor's performance under the terms of this RFP.

4.2.2.3 Local office address and phone number (if any).

4.2.3 Experience

The vendor must provide the following information regarding its experience:

4.2.3.1 Background and experience of vendor.

4.2.3.2 Background and experience providing the types of services sought by the RFP.

4.2.3.3 Up to three relevant work samples, including a description of each.

4.2.3.4 List of at least three (3) current or previous clients knowledgeable of the entity's performance in providing services similar to the services described in this RFP and a contact person, email address, and telephone number for each reference.

4.2.3.5 Indicate whether the bidder is a small business or certified targeted small business as defined in Iowa Code (2001) section 15.102 (note that this question is not for eligibility purposes; the entity can be any interested party, as described in Article 1.2).

4.2.4 Personnel

The vendor must provide information for all key personnel who will be involved in providing the services contemplated by this RFP. The applicant is permitted to subcontract for the performance of certain services required under the contract. Planned use of subcontractors by the applicant must be clearly explained in the proposal. The following information must be included for all key personnel, including both applicant and subcontractor:

4.2.4.1 Full name.

4.2.4.2 Education.

4.2.4.3 Years of experience and employment history particularly as it relates to the scope of services specified herein.

4.2.5 Overview of Services and Demonstration of Vendor's Knowledge

The vendor shall prepare an overview of the services it is offering, including all of the following information:

4.2.5.1 A demonstration of the vendor's knowledge of the areas described in this RFP, particular with regard to the following: homeless service provision in the State of Iowa, homeless service planning bodies in the State of Iowa, federal policy related to homeless services, operating standards of homeless service providers, service standards of homeless service providers, and performance standards of homeless service providers.

4.2.5.2 An explanation as to why the vendor should be awarded this engagement.

Vendors not located in Iowa should also explain how the vendor will bring sufficient knowledge and understanding of issues specific to Iowa, as well as how the vendor will have a presence in Iowa for day-to-day activities.

4.2.6 Budget

The vendor must provide a detailed budget, including a breakdown of the expected costs for each proposed component, including hourly rates for services and rates for on-site services and travel time.

4.2.7 Certification of Truth and Accuracy

The vendor must provide a statement certifying that the contents of the bid proposal are true and accurate.

4.2.8 Acceptance of Terms and Conditions

The vendor shall specifically agree that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP and any proposed contract. If the vendor objects to any term or condition, the vendor must specifically refer to the RFP page, and section. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the vendor.

4.2.9 Certification of Independence and No Conflict of Interest

The vendor shall sign and submit with the bid proposal the document included as Attachment No. 1 in which the vendor shall certify that it developed the bid proposal independently. The vendor shall also certify that no relationship exists or will exist during the contract period between the vendor and the Authority that interferes with fair competition or is a conflict of interest. The Authority reserves the right to reject a bid proposal or cancel the award if, in their discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the Authority.

4.2.10 Authorization to Release Information

The vendor shall sign and submit with the bid proposal the document included as Attachment No. 2 in which the vendor authorizes the release of information to the Authority.

4.2.11 Vendor Bid Proposal Terms

The vendor shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain vendor for a minimum of 90 days following the deadline for submitting proposals.

ARTICLE 5 --EVALUATION OF BID PROPOSALS

5.1 Introduction

This section describes the evaluation process that will be used to determine which bid proposal provides the greatest benefits to the Authority. The evaluation process is designed to award the contract not necessarily to the vendor of least cost, but rather to the vendor with the best combination of attributes to perform the required services.

5.2 Evaluation Steps

The evaluation and award process shall consist of the following:

- a. Review of the bid proposals to assess compliance with mandatory requirements;
- b. Detailed evaluation of proposed services, programs, and solutions;
- c. Evaluation of in-person presentations, if necessary;
- c. Award decision by the evaluation committee.

5.3 Evaluation Committee

The Authority intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. The Authority will use an evaluation committee to review and evaluate the proposals and presentations. The members of the evaluation committee will consist of one or more representatives of the Iowa Council on Homelessness and the Iowa Finance Authority. The evaluation committee will make a recommendation to the Iowa Finance Authority's executive director on the selection of a vendor. Before making this recommendation to the Iowa Finance Authority's executive director, the evaluation committee may seek the input of the full Iowa Council on Homelessness.

The Iowa Finance Authority reserves the right to make the final selection of vendor, or make the determination that no vendor will be awarded.

5.4 Evaluation Criteria

The Evaluation Committee will evaluate all proposals and make an award using the following criteria, which are listed in no particular order.

5.4.1 Experience and Qualifications (50%)

5.4.2 Personnel (15%)

5.4.3 Services and Demonstration of Knowledge (35%)

ARTICLE 6 -- CONTRACT TERMS AND CONDITIONS

6.1 Contract Terms and Conditions

The Authority will include the contract terms and conditions in the award letter sent to the winning vendor. The resulting contract will consist of the following: the terms and conditions of this RFP, the offer contained in the vendor's proposal, and other terms necessary for completing the services outlined in this RFP. The Authority may negotiate compensation of the selected vendor and may renegotiate such compensation if conditions warrant.

6.2 Contract Length

The term of the contract will commence on or about October 21, 2013, and end on June 30, 2014.

6.3 Payment for Services

Payment for services rendered will be dependent on evidence of satisfactory progress toward the goals detailed in Article 3, according to the following schedule and requirements:

On or about January 10, 2014:

- Payment for services rendered through December 31, 2013
- Evidence of satisfactory progress will include:
 - Deliverable 1.1

On or about April 10, 2014:

- Payment for services rendered through March 31, 2014
- Evidence of satisfactory progress will include:
 - Deliverable 1.2
 - Preliminary drafts of Deliverables 2, 3, and 4

On or about July 10, 2014:

- Payment for services rendered through June 30, 2014
- Evidence of satisfactory progress will include:
 - Final drafts of Deliverables 2, 3, and 4
 - Deliverable 5

Attachment #1

Date

Amber Lewis
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312
Fax (515) 725-4901

Re: Request for Proposals for Administrative Support of the Iowa Council on Homelessness

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

Dear Ms. Lewis:

By submitting a proposal in response to the Request for Proposals for Administrative Support of the Iowa Council on Homelessness to the Iowa Finance Authority (RFP), the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Authority who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of vendor) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of vendor) and the Authority that interferes with fair competition or is a conflict of interest.

Sincerely,

Name and Title

Attachment #2

Date

Ms. Amber Lewis
Iowa Finance Authority
2015 Grand Ave.
Des Moines, Iowa 50312
Fax (515) 725-4901

Re: Request for Proposal for Administrative Support of the Iowa Council on Homelessness

AUTHORIZATION TO RELEASE INFORMATION

Dear Ms. Lewis:

[Name of vendor] hereby authorizes the Iowa Finance Authority ("Authority") to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful vendor in response to the Request for Proposal for Administrative Support of the Iowa Council on Homelessness. The vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The vendor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Authority or may otherwise hurt its reputation or operations. The vendor is willing to take that risk. The vendor hereby releases, acquits and forever discharges the State of Iowa, the Authority, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Authority in the evaluation and selection of a successful vendor in response to the Request for Proposal. The vendor authorizes representatives of the Authority to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to the Request for Proposal. The vendor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Authority in the evaluation and selection of a successful vendor in response to the Request for Proposal. A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

Printed Name of Vendor

Name and Title of Authorized Representative Date